



# TOWN OF MILLIS

Craig W. Schultze, *Chair*  
 Ellen Rosenfeld, *Vice Chair*  
 Erin T. Underhill, *Clerk*

## OFFICE OF THE SELECT BOARD

Veterans Memorial Building (VMB)  
 900 Main Street • Millis, MA 02054  
 Phone: 508-376-7041

Michael J. Guzinski  
 Town Administrator  
[mjuzinski@millisma.gov](mailto:mjuzinski@millisma.gov)

Karen Bouret DeMarzo  
 Assistant Town Administrator/  
 Human Resources Manager  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

### SELECT BOARD MEETING AGENDA MONDAY, NOVEMBER 20, 2023; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	<b>Call to Order</b>	<b>7:00 PM</b>	<b>Chair Schultze</b>
II.	<b>Announcements</b>		
	<ul style="list-style-type: none"> <li>EMPower Millis Update</li> <li>Santa's Parade to the Bandstand</li> <li>Reminder: Closure of Municipal Offices/Library for Thanksgiving Holiday</li> </ul>		
III.	<b>Open Session Items</b>		
23-225	Presentation of Citation to Millis Rec Serves Program by Rep. Marcus Vaughn	7:05 PM	Rep. Vaughn
23-226	<u>Appointment of:</u>	7:10 PM	Chief Soffayer M. Guzinski
	<ul style="list-style-type: none"> <li>Police Patrol Officer</li> </ul>		
23-227	Approve & Sign FY23 Green Communities Annual Report	7:15 PM	R. Weiss
23-228	Review/Approval of 1098 Main Street Sewer Connection	7:20 PM	M. Carter D. Merrikin
23-229	Approval of DPW Equipment Purchase Agreements:		J. McKay
	<ul style="list-style-type: none"> <li>Vactor Truck</li> <li>Silverado Pickup Truck</li> </ul>		
23-230	Approval of Final Change Orders for D'Angelis Water Treatment Facility PFAS Plant		J. McKay
23-231	Board/Committee Liaison Updates		Select Board
23-232	Approval of DRAFT Minutes		Select Board
23-233	Approval of Water/Sewer Commitments		M. Guzinski
IV.	<b>Executive Session</b>		

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*To discuss the deployment of security personnel/public safety.  
(Millis Police)*

*To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the government's bargaining position.  
(Police Union & Dispatchers Union)*

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**V. Adjournment**

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**Proposed Upcoming Meeting Schedule**

Date	Time	Location
Tuesday, November 28, 2023	7:00 pm	Medway Senior Center Joint Meeting w/ Medway SB
Monday, December 4, 2023	7:00 pm	Room 229 VMB
Monday, December 18, 2023	7:00 pm	Room 229 VMB
Monday, January 8, 2023	7:00 pm	Room 229 VMB
Monday, January 22, 2023	7:00 pm	Room 229 VMB

Select Board meetings are broadcast whenever possible through Millis Community Media on Comcast channel 6 and Verizon channel 11 and Zoom

Zoom (Broadcast only)

**Meeting ID: 852 638 7223**

**Passcode: SBMeeting**

# eMPower Millis Community Electricity Program

## eMPower Millis Community Electricity Program

eMPowerMillis is pleased to announce its new pricing for Millis' Eversource electric customers. The new pricing begins with your December 2023 usage and remains the same until November 2025. If you are already on eMPowerMillis' default rate, you received a mailed notification and you do not have to respond to the mailing. You will automatically be included in the new rate.

An important thing to note is that Eversource has not announced its new winter rates, which will take effect from January 2024 through June 2024. So, please do not compare the new eMPower rate to Eversource's current rate. When Eversource announces its winter rate, then you can best decide which rate you prefer.





**DECEMBER 2nd**

Join the fun!

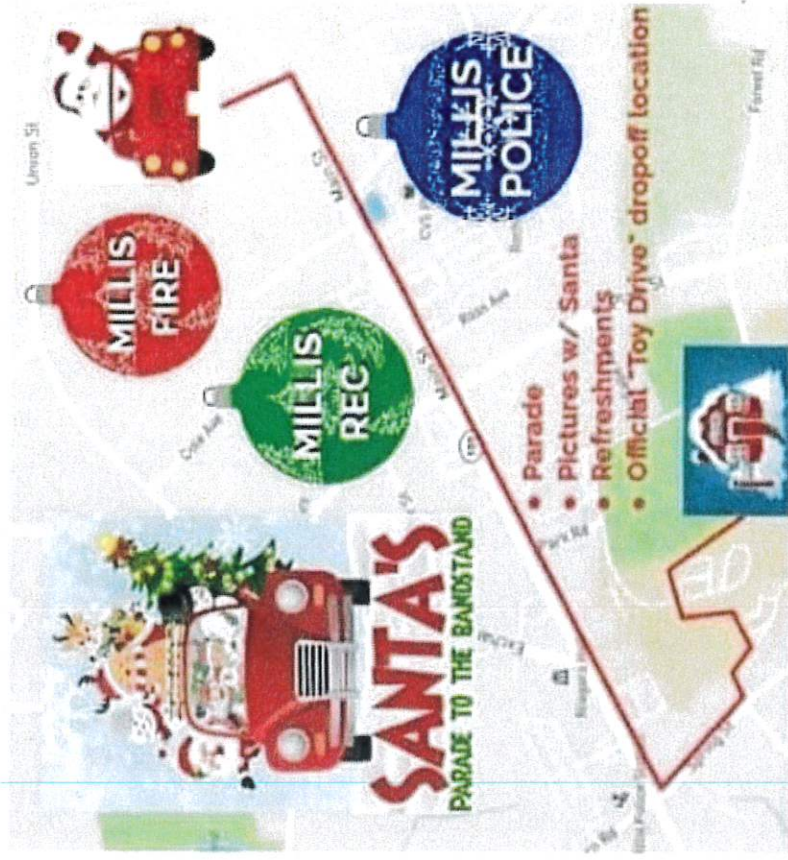
- \* 4pm Line-Up
  - \* Parade Starts at 5pm
  - \* Marching through downtown to the park!
- Local Businesses & Organizations, are invited to register a vehicle, trailer or float in the parade!  
Register w/Erin LeBlanc  
eleblanc@millisma.gov

# JOIN THE FUN!

Local Businesses & Organizations are invited to register a vehicle, trailer or float in the parade! Limited Spots. Register Soon!



Vehicle Registration/Questions:

Email: Erin LeBlanc at [eleblanc@millisma.gov](mailto:eleblanc@millisma.gov)



Saturday, December 2nd

**Town of Millis**

Published by Karen Ormsby Bouret  · 17h · 

Municipal Offices will be closed in observance of Thanksgiving Day starting at noon on Wednesday, November 22. Offices will reopen to the public on Monday, November 27 at their regularly scheduled times.

To all of our residents, please enjoy a very happy and healthy Thanksgiving!

A special THANK YOU to all of our hardworking Town staff who will also be enjoying a few days off!

23-225

Presentation of Citation/Rec Serves

## Karen Bouret DeMarzo

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**From:** Erin LeBlanc  
**Sent:** Tuesday, November 14, 2023 11:50 AM  
**To:** Karen Bouret DeMarzo  
**Cc:** Kris Fogarty; Tougas, Robert (HOU)  
**Subject:** Millis Rec Serves

Hi Karen-  
Below is the most current information for Millis Rec Serves.

Thanks,  
Erin

“Millis Rec Serves” is a community service platform for local Middle & High School Students. Millis Rec Serves Volunteers work hard to help keep Millis happy and healthy.

### **TEAM STATS**

#### **2021**

32 volunteers  
4 service opportunities  
104.5 collective hours donated back into our community.

#### **2022**

73 volunteers  
21 service opportunities  
334 collective hours donated back into our community.

#### **2023**

105 volunteers  
28 completed service opportunities.  
1 additional service opportunity is scheduled. Santa Parade:12/2/23  
**598 collective service hours  
donated back into our community (as of 11/20/2023).**



### **Examples of Service Opportunities**

Millis Recreation Adaptive & Inclusive Programs: B-ball Skills & Drills, Arts & Crafts, The Hangout  
MPD Murph Challenge  
MFD Blood Drives  
Community Impact Run for Recovery (Town Social Worker, Amy Leone's Organization)  
The SAFE Coalition Diaper Drive  
Millis Recreation Easter Egg Hunt  
MFD Open House  
Millis Ecumenical Food Pantry Food Drive  
Millis Board of Health Flu Clinic  
Santa Parade

23-226

Appt. of Police Patrol Officer





*Christopher J. Soffayer*  
*Chief of Police*

## **Millis Police Department**

*Town of Millis*  
*Commonwealth of Massachusetts*



*1003 Main Street*  
*Millis, Massachusetts 02054*  
*Phone: 508-376-5112*  
*Fax: 508-376-6220*

November 15, 2023

Mr. Guzinski,

I would ask you to consider the appointment of Mr. Brian Jewett for the position of full-time police officer. This is not a new position for the department, it is a replacement due to retirement. Mr. Jewett graduated from the MBTA Police Academy in 2011. Upon graduation from the police academy, he worked for the Ashland Police Department. His duties and responsibilities included the following.

- Field Training Officer since 2012
- Department firearms instructor since 2014
- Taser Instructor since 2016

Mr. Jewett has a bachelor's degree from Framingham State College. He has a wide range of experience in his 12 years of service to the Ashland Police Department. Mr. Jewett will be a great addition to our department and will impact our department in a positive manner.

I am asking the town to appoint him pending a successful physical, drug screen, and psychological exam.

Respectfully,

Chris Soffayer

Chief of Police

[csoffayer@millisma.gov](mailto:csoffayer@millisma.gov)

# Brian D. Jewett

15 Rosenfeld Road  
Millis, MA 02054  
(508)376-5713

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## OBJECTIVE

To obtain a challenging position with growth potential in an environment that will continue to develop and utilize my current skills and create new opportunities. I am looking to enhance a work environment with my proven people skills and ability to lead, adapt and learn well with peers.

## EXPERIENCE

### Ashland Police Department

May 2011-present

#### *Police Officer*

- MBTA Police Academy 27<sup>th</sup> MPOC-Graduated 2011
- Field Training Officer since 2012
- Fire Arms Instructor since 2014
- Electronic Control Weapon (ECW-Taser) Instructor since 2016
- Also attended additional training for: Professional Development Course for FTO 2012, Smith & Wesson Academy-Patrol Rifle Instructor 2012, Smith & Wesson Academy-Basic Fire Arms Instructor 2013, Full Active Shooter Training 2013, Behavioral Observation and Suspicious Activity Recognition Course 2014, MPTC Level 1 Fire Arms Instructor 2014, Sergeants Leadership Conference 2014, ALICE Instructor Level Course 2015

### United Rentals

June 2009 – May 2011

#### *Outside Sales Representative*

- Utilize my strong people skills to strengthen customer relationships
- Utilize my professionalism and sales experience to increase revenue
- See Below

### Barbers Fine Homes

April 2008 – June 2009

#### *Project Manager*

#### Responsible for:

- Managing all aspects of Residential Construction Projects

### Millis Police Department

Appointed April 2007

#### *Permanent Intermittent Police Officer*

### United Rentals

June 2003 – April 2008

#### *Outside Sales Representative*

#### Responsible for:

- Maintaining a territory consisting of 20 MA towns

- Providing equipment rental and sales for construction industry
- Fulfilling quotas for four lines of business (supplies, rentals, new equipment, & used equipment)
- Exceeded budget for fiscal year 2004-2007
- Created more than 125 new accounts

Shaughnessy & Ahern Co.  
Millwright Local 1121

May 2000-April 2003

Responsible for:

- Installation and maintenance of conveyor systems, waste water and drinking water facilities
- General construction of natural gas co-generation power plants (gas turbine, steam turbine construction)
- Millwright work consists of all mechanical aspects of construction and maintenance of existing machinery

**EDUCATION**

Framingham State College  
Bachelor of Arts in Environmental Science May 1999

**PERSONAL**

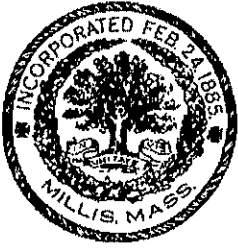
Youth Hockey Coach, Massachusetts Supervisors license for residential construction, Basic Reserve Intermittent Training Program at South Suburban Police Institute, Team Captain of Football and Hockey at Medford High School 1994, Phelan Award for Best Scholastic Athlete 1994

**REFERENCE**

Available upon Request

23-227

FY23 Green Communities' Report



# TOWN OF MILLIS

Craig Schultze, *Chair*  
Ellen Rosenfeld, *Vice Chair*  
Erin Underhill, *Clerk*  
Michael J. Guzinski, *Town Administrator*

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Energy Manager  
Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-906-3742  
Fax: 508-376-7053  
rweiss@millisma.gov

TO: Millis Select Board  
FROM: Robert Weiss, Energy Manager  
DATE: November 20, 2023  
RE: Annual Green Communities Report for FY 2023

Every autumn, the Town submits its Green Communities Annual Report to the Massachusetts Department of Energy Resources.

This year's report shows an overall 19.4% reduction in greenhouse gas emissions, as measured by MMBTUs, since we became a Green Community. The reduction is the result of \$880,708 that the Green Communities Division has helped Millis invest in Energy Conservation Measures. It also reflects the investment the Town has made replacing fossil fuel energy sources with rooftop solar panels and a net-metered solar farm.

Much of the credit for the conservation measures' installations goes to the Town staff, especially DPW Director Jim McKay and Fire Chief Rick Barrett, as well as to Millis Public School's Terry Wiggin, John Engler, and Bob Mullaney, who helped us install efficiency improvements at their buildings and facilities.

Tonight, I am asking the Select Board to have the Chair sign Millis's Green Communities Annual Report for FY 2023.

**Green Communities Annual Report Summary FY2023**

Date of Annual Report Preparation: 11/15/2023 1:43:09PM

Prepared by: Robert Weiss

Title of Preparer: Energy Manager

**Green Community Information**

**Municipality:** **Millis**

**Fiscal Year Designated:** **2015**

**Criterion 1: As-of-Right Siting**

*Criterion 1 is met by a municipality passing zoning in designated locations for the as-of-right siting of renewable or alternative energy generating facilities, research and development facilities, or manufacturing facilities.*

**Type of as-of-right siting approval received:** **Solar PV**

**Have any significant changes been made to the zoning district(s) for which the community received Green Communities designation?** **No**

**Criterion 2: Expedited Permitting**

*Criterion 2 is met by a municipality adopting an expedited permitting process of one year at most, under which facilities interested in locating their facility in a designated renewable zone may be sited within the municipality.*

**Type of expedited permitting approval received:** **Local**

**Clean Energy Project Permitting**

*This table shows any changes made in FY2023 to clean energy projects on record that have been accepted for approval under the zoning for which the community received Green Community Designation.*

Name	Type	Description	Status	Decision Date
{none}				

### Criterion 3: Energy Use Baseline & Energy Use Reduction Plan

To demonstrate compliance with Criterion 3, municipalities must:

- Establish an energy use baseline inventory for municipal buildings and facilities (which can include schools, water, wastewater treatment plants and pumping stations, and open space), street and traffic lighting, and vehicles; and
- Adopt an Energy Reduction Plan (ERP) demonstrating a reduction of 20 percent of energy use after five years of implementation.

#### Community Baseline Year: FY2023

#### Energy Reduction Progress

Category	Baseline (FY2015)	FY2021	FY2022	FY2023
NULL				
Use (MMBTU)	170	123	136	182
%Diff from Baseline		-27.43%	-19.92%	7.07%
Building				
Use (MMBTU)	19,817	18,522	18,928	17,493
%Diff from Baseline		-6.53%	-4.48%	-11.72%
Open Space				
Use (MMBTU)	175	162	199	168
%Diff from Baseline		-7.45%	13.73%	-4.16%
Street/Traffic Lights				
Use (MMBTU)	728	367	297	245
%Diff from Baseline		-49.61%	-59.29%	-66.41%
Vehicle				
Use (MMBTU)	9,143	6,476	6,993	7,750
%Diff from Baseline		-29.17%	-23.51%	-15.24%
Water/Sewer				
Use (MMBTU)	1,539	1,505	1,400	1,271
%Diff from Baseline		-2.21%	-9.06%	-17.41%
<b>Adjustments</b>				
Building Stock Changes	0	0	-980	-1,653
Regional School Districts				
<b>Totals</b>	<b>31,573</b>	<b>27,156</b>	<b>26,974</b>	<b>25,456</b>
<b>% Diff from Baseline</b>		<b>-14%</b>	<b>-14.6%</b>	<b>-19.4%</b>

#### Energy Conservation Measures (ECMs)

Changes made to the community's ECM record for FY2023

Location	ECM Name	Status	Start Date	End Date
Millis				
Board of Selectmen	Energy Management System Expansion (North)	Active	10/31/2020	
Veterans Memorial Building				
Veterans Memorial Building	Building Control	Planned	10/31/2019	
Veterans Memorial Building	Lighting	Planned	10/31/2018	

Location	ECM Name	Status	Start Date	End Date
Veterans Memorial Building	Energy Management System	Planned	8/31/2018	
Veterans Memorial Building	Pipe Wrap	Planned	10/31/2016	11/1/2021
DPW Millis	Weatherization	Planned	10/31/2019	
DPW Millis	Weatherization	Planned	10/31/2019	
DPW Millis	Weatherization	Planned	10/31/2019	
DPW Millis	Weatherization	Planned	10/31/2019	
DPW Millis	Weatherization	Planned	10/31/2019	
DPW Millis	Weatherization	Planned	10/31/2019	
DPW Millis	Retrofit More Efficient Motors	Planned	10/31/2017	
DPW General Water pumps; Sewer Pumps D'Angelis Pump Station and PFAS Plant	Replace Unit heater	Planned	10/31/2016	
Water and Sewer Facility	Lower Tank Levels	Active	7/1/2020	
Water and Sewer Facility	Install Programable Thermostat	Planned	10/31/2017	
Water and Sewer Facility	Preferential Well Operations	Planned	10/31/2016	
Highway Garage	Lighting	Planned	10/31/2019	
Highway Garage	Infrared Heaters	Planned	10/31/2017	
Highway Garage	Lighting	Planned	10/31/2016	
Fire-Police 885 Main Street MFD HQ	EMS Expansion	Active	10/31/2020	
Millis Public Schools	Lighting	Active	10/30/2020	
Millis Public Schools	Building Envelope	Active	10/30/2020	
Millis Public Schools	Energy Management System	Planned	10/31/2019	
Millis Public Schools	Weatherization	Planned	10/31/2019	
Millis Public Schools	Lighting	Planned	10/31/2018	
Millis Public Schools	VFDs for Pumps	Planned	10/31/2018	
Millis Public Schools	Weatherization	Planned	10/31/2018	

### Top 5 Buildings per Energy Use

In FY2023, municipal operations used 25,456 MMBtu of energy. The five buildings below accounted for 60% of the community's overall energy use.

Building Name	Energy Consumption MMBtu (% of overall energy use)
1. Millis HS	7,734 (30%)
2. New Clyde F Brown ES	3,140 (12%)
3. Police H.Q	1,658 (7%)
4. Veterans Memorial Building	1,555 (6%)
5. Highway Garage	1,196 (5%)

### Top 5 Buildings per Emissions

In FY2023, there were 1,516 MTCO<sub>2e</sub> emitted from municipal operations. The five buildings below accounted for 53% of the community's overall emissions.



Building Name	Emissions MTCO <sub>2</sub> e (% of overall emissions)
1. Millis HS	389 (26%)
2. New Clyde F Brown ES	132 (9%)
3. Police H.Q	114 (8%)
4. Veterans Memorial Building	94 (6%)
5. Highway Garage	69 (5%)

### Top 5 Buildings per Energy Use Intensity (EUI)

Energy Use Intensity (EUI) is calculated by dividing the total energy consumed by the building in a year by the building's square footage. EUI is a measure of a building's energy efficiency – like miles per gallon for cars – and can be a good indicator of buildings needing efficiency upgrades.

Building Name	Size (Square Feet)	Energy Consumption MMBtu	EUI (kBtu per ft <sup>2</sup> )
1. Animal Shelter/Transfer Station	225	86	381
2. 885 Main Street MFD HQ	4,988	920	185
3. Police H.Q	11,085	1,658	150
4. Mechanical & Wash Bay	2,700	396	147
5. Highway Garage	11,250	1,196	106

### Energy Narrative:

It looks like all the categories are about the same this year except for vehicles. I don't know why there was an uptick in use. We have a second ambulance in Town but that doesn't mean the EMTs answered more calls.

FY2023 was the first full year of the new DPW Staff Building, which increased its gas use. The Staff Building shares the electric account with DPW's Highway Garage, which would explain increases in that building's electric account. Next year I anticipate an increase in electrical use from our buildings, as we will have a new PFAS treatment plant come online (FY 2024). We expect to have another PFAS treatment plant come online the following year (FY 2025). The EUI of the Animal Shelter may have increased due to the heat pump we installed in FY 2022. The building may be air-conditioned more than in the past when it had a manually operated window AC unit. This year Millis added two propane accounts to supply power to the backup generators for public safety communications towers.

## Criterion 4: Fuel Efficient Vehicles

### Fleet Changes for FY2023

Criterion 4 requires all departments within a Green Community to purchase fuel-efficient vehicles for municipal use, whenever such vehicles are commercially available and practicable.

Status	Model Year	Make	Model	Trim
Added +		Trailer		
Added +		Trailer		
Added +		Trailer		
Added +		Unable to Decode		
Added +	2022	Chevrolet	Silverado 2500HD	Work Truck
Added +	2022	Ford	Explorer	Police Interceptor Utility

Status	Model Year	Make	Model	Trim
Added +	2022	Ford	Explorer	Police Interceptor Utility
Added +	2022	Ford	Explorer	Police Interceptor Utility
Added +	2022	Ram	5500	
Added +	2023	Chevrolet	Silverado 2500HD	Work Truck

Has the municipality transferred any vehicles from one department to another? **No**

### Criterion 5: Stretch Code Adoption

*Criterion 5 requires that municipalities minimize the life-cycle cost of all newly constructed homes and buildings. DOER recommends communities do this by adopting the Stretch Code (225 CMR 22 and 23).*

Is Stretch Code still in effect? **Yes**

Has the community adopted the Specialized Opt-in Stretch Code? **No**

Stretch Code Narrative:

NA

### Other Notes

Additional Measures Narrative:

NA

Renewable Energy Narrative:

This year Millis used a total 2,561,497 kWh.

550,768, 21.5% of that was produced through on-site rooftop solar panels.

905,805, 35% of that was net-metered at a site located in Carver, Mass.

*The report must be signed by the community's Chief Executive Officer. The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter. Any signatures of designees will be considered an attestation that the signatory has been designated the designee by the municipality.*

**I confirm that I have reviewed this report and verify all information is true.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

23-228

Approval of 1098 Main St. Sewer Connection



## *TOWN of MILLIS*

### DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

**TO:** Michael Guzinski, Town Administrator

**FROM :** James F. McKay, Director of Public Works

**DATE :** November 16, 2023

**SUBJECT :** 1098 Main Street

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I would ask that the Select Board allow the Town Administrator to sign the Sewer Entrance/Connection Application forgiving the \$ 4,095 fee. I will attend the select Bord meeting and explain the reason for this request.



[dan@legacy-ce.com](mailto:dan@legacy-ce.com)

508-376-8883(o)

508-868-8353(c)

730 Main Street

Suite 2C

Millis, MA 02054

August 24, 2023

Select Board  
900 Main Street  
Town Offices  
Millis, MA 02054

Ref: 1098 Main Street  
Sewer Connection Permit Application

Dear Members of the Board:

On behalf of the Applicant, please find enclosed the following relative to our application for a sewer connection to provide service to 1098 Main Street:

- ✓ One original and four copies of an application for Sewer Main Connection Application; and
- ✓ Four copies of the connection plan.

As you may be aware, 1098 Main Street is a pediatric dental office. For some years, it was thought that the building was connected to municipal sewer and the owners have been paying sewer bills accordingly. It was recently discovered, however, that the building actually has an on-site septic system. Because there is no sewer main in the public road directly in front of the property's frontage, approval is required from the Board to connect. The office has two dentists. The Title V flow rate for the facility is therefore 400 gpd.

In light of the fact that the property owner has been paying municipal sewer bills for years, the applicant requests that all filing and connection fees be waived. Do not hesitate to contact me if you have any questions or comments.

Sincerely,

LEGACY ENGINEERING LLC

Digitally signed by Daniel J.  
Merrikin, P.E.

Date: 2023.08.24 11:57:17 -04'00'

Daniel J. Merrikin, P.E.  
President

ON-SITE PARTICIPANT  
MILLS 2024 BROADWAY REALTY LLC  
700 MAIN STREET  
MILLS, MA 02054  
TEL: 508-376-8888  
WWW.MILLSMA.COM

EXISTING CONDITIONS NOTES:  
1. TOPOGRAPHICAL DATA FROM MASSGIS LIDAR DATA.  
2. AVAILABLE RECORD INFORMATION IS BASED ON THE RECORD DRAWING.  
3. SURVEY INSTRUMENTS: CONTRACTOR SHALL OBTAIN IN ANY ENCUMBRANCE CONTACT SURVEYOR PRIOR TO ANY EXCAVATION.

SEWER SYSTEM NOTES:  
1. THE TOWN OF MILLS, MASSACHUSETTS HAS REVIEWED AND APPROVED THE SEWER SYSTEM STANDARDS.  
2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE MILLS SEWER STANDARDS.  
3. GRAVITY SEWER PIPING AND SERVICES SHALL BE SERVICE PIPES.  
4. ALL SERVICE PIPES SHALL BE 12" DIA. UNLESS OTHERWISE SPECIFIED.  
5. ALL SERVICE PIPES SHALL BE 15' MIN. COVER UNLESS OTHERWISE SPECIFIED.  
6. ALL SERVICE PIPES SHALL BE 15' MIN. COVER UNLESS OTHERWISE SPECIFIED.  
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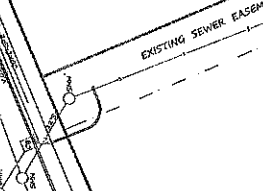
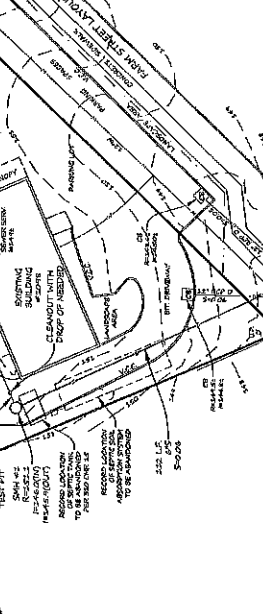
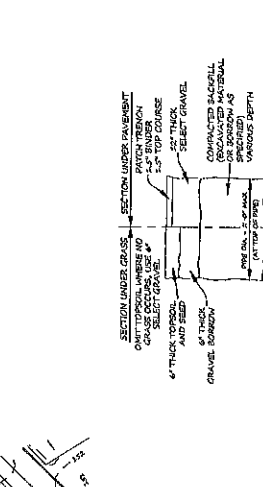
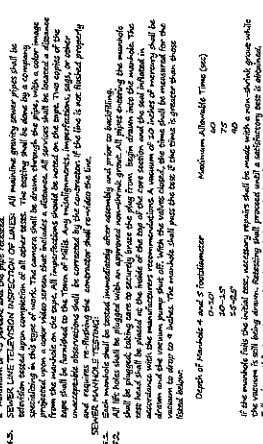
LEGEND & ABBREVIATIONS  
1. 12" DIA. SERVICE PIPE  
2. 15' MIN. COVER  
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98. 15' MIN. COVER  
99. 15' MIN. COVER  
100. 15' MIN. COVER

PLAN SCALE: 1" = 20'  
PLAN DATE: NOVEMBER 13, 2023  
REVISION:  
DATE:  
BY:

1098 MAIN STREET  
SEWER CONNECTION  
IN  
MILLS, MA

LEGACY  
ENGINEERING

700 MAIN STREET  
SUITE 202  
MILLS, MA 02054  
508-376-8888  
C-1



- 4.1. The manhole shall be constructed in accordance with the Town of Mills Sewer Standards.
- 4.2. The manhole shall be constructed in accordance with the Town of Mills Sewer Standards.
- 4.3. The manhole shall be constructed in accordance with the Town of Mills Sewer Standards.
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- 4.19. The manhole shall be constructed in accordance with the Town of Mills Sewer Standards.
- 4.20. The manhole shall be constructed in accordance with the Town of Mills Sewer Standards.

Flow Diameter in Inches	Minimum
6	3.0
8	4.0
10	5.0
12	6.5
15	7.5
18	9.0
24	12.0
30	15.0

4.1. The manhole shall be constructed in accordance with the Town of Mills Sewer Standards.

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4.20. The manhole shall be constructed in accordance with the Town of Mills Sewer Standards.

700 MAIN STREET  
SUITE 202  
MILLS, MA 02054  
508-376-8888  
C-1

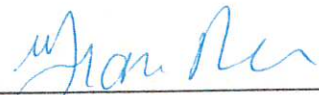
**TOWN OF MILLIS, MASSACHUSETTS**  
**SEWER MAIN CONNECTION APPLICATION**

NAME OF APPLICANT: Millis 1098 Dental Realty LLC

LOCATION: 1098 Main Street

**SEWER AGREEMENT**

The undersigned applicant hereby requests approval of its proposal to construct a sewer connection to the existing sewer main in Main Street and herewith submits to the Town for its review, recommendation and approval, the design drawings and specifications of the proposed sewer. The undersigned applicant understands, covenants and agrees that the Board may, in its sole discretion, submit the said design information to its independent professional engineering firm for a review and recommendations, and that the undersigned shall be required to pay the full cost of any such engineering review without any surcharges or add-ons by the Town and that the said payment shall be made by the applicant directly to the engineering firm. Fees listed below shall be charged for in-house review of plans and field inspections during construction. The Town shall not approve, disprove or otherwise act on the said application until said payment has actually been made.

  
\_\_\_\_\_  
Applicant Signature

8/24/23  
\_\_\_\_\_  
Date

\*\*\*\*\*

Proposed No. Gallons per Day Discharge: 400 gpd (Title V flow rate for two dentists)

SEWER: L.F.: 0 l.f.                      No. of SMH's: 0                      No. of Services: 1

\*\*\*\*\*

\$1,000 Deposit Fee (for Town's Consulting Engineers) – Waiver of Fee Requested

\$1,000 Extension Fee – Waiver of Fee Requested

\_\_\_\_\_ \$1,750 per sewer service (paid at time of building permit application)

\*\*\*\*\*

- Classification:  Residential Connection  
 Commercial Connection  
 Industrial Connection



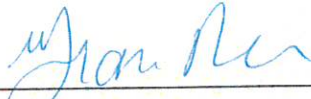
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Industrial Connection

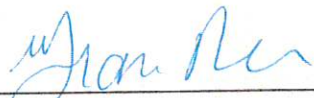
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Applicant Signature

8/24/23  
Date

\*\*\*\*\*

Proposed No. Gallons per Day Discharge: 400 gpd (Title V flow rate for two dentists)

SEWER: L.F.: 0 l.f.      No. of SMH's: 0      No. of Services: 1

\*\*\*\*\*

\$1,000 Deposit Fee (for Town's Consulting Engineers) – Waiver of Fee Requested

\$1,000 Extension Fee – Waiver of Fee Requested

                     \$1,750 per sewer service (paid at time of building permit application)

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Classification:  Residential Connection

Commercial Connection

Industrial Connection

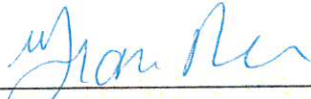
**TOWN OF MILLIS, MASSACHUSETTS**  
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Applicant Signature

8/24/23  
Date

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Proposed No. Gallons per Day Discharge: 400 gpd (Title V flow rate for two dentists)

SEWER: L.F.: 0 l.f.                      No. of SMH's: 0                      No. of Services: 1

\*\*\*\*\*

- \$1,000 Deposit Fee (for Town's Consulting Engineers) – Waiver of Fee Requested
- \$1,000 Extension Fee – Waiver of Fee Requested
- \$1,750 per sewer service (paid at time of building permit application)

\*\*\*\*\*

- Classification:  Residential Connection  
 Commercial Connection  
 Industrial Connection

23-229

Approval of DPW Purchases



# *TOWN of MILLIS*

## DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

**TO:** Michael Guzinski, Town Administrator

**FROM :** James F. McKay, Director of Public Works

**DATE :** November 15, 2023

**SUBJECT :** Contracts

---

I would ask that the Select Board allow the Town Administrator to sign the following contracts, the borrowing for these articles was approved at the November 6, 2023 Town meeting.

Liberty Chevrolet  
90 Bay State Road  
Wakefield, MA 01880 – Pick-up truck will be purchased under the Plymouth Country Comm.  
**Town meeting article - #3: Water \$ 42,453 Sewer \$ 42,453 total \$ 84,906.00.**

Chadwick-Baross  
1235 Auburn Street  
Whitman, MA 02382 – Vactor will be purchased under Sourcewell Government contract.  
**Town meeting article - #6: Stormwater \$ 430,169.25 General \$ 47,796.58 Water \$ 47,796.58 Sewer \$ 47,796.58 Total \$ 573,559.00.**

---

Michael Guzinski, Town Administrator

Date:

23-230

Approval Final CO's for PFAS Plant

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS

Veterans Memorial Building  
900 Main Street  
Millis, Massachusetts 02054

**TO:** Michael Guzinski, Town Administrator  
**FROM :** James F. McKay, Director of Public Works  
**DATE :** November 14, 2023  
**SUBJECT :** Winston Change Order Request #8A/#8B

---

Attached are final changes order from Winton Builders for the D'Angelis Water Treatment Plant (PFAS) Upgrades:

#8A in the amount of \$ 5,026  
#8B in the amount of \$ 1,856  
Total \$ 6,882

The DPW Director and DPW Superintendent have reviewed and approved both Change Orders.

---

Michael Guzinski, Town Administrator

---

Date Approved

#8 #8A



Contractors – Engineers

P.O. Box 990  
Westborough, MA 01581

Phone (508)-366-1767  
Fax (508)-898-3177

---

**Change Order Request #8**  
August 14<sup>th</sup>, 2023

**To:** Kleinfelder  
1 Beacon Street, Suite 8100  
Boston, MA 02108-3129

**Re:** D'Angelis WTP – Millis MA

**Attn:** Tyler Bernier

---

- Added rebar per field orders CCD 3

**Change Order Total:** \$ 5,026

Respectfully,  
  
Nicholas Brecken  
Project Manager  
Winston Builders Corporation

Please find back up information attached



# 8A



Contractors – Engineers

P.O. Box 990  
Westborough, MA 01581

Phone (508)-366-1767  
Fax (508)-898-3177

**Change Order Request #9**  
August 14<sup>th</sup>, 2023

**To:** Kleinfelder  
1 Beacon Street, Suite 8100  
Boston, MA 02108-3129

**Re:** D'Angelis WTP – Millis MA

**Attn:** Tyler Bernier

---

- Added rebar per field orders CCD 1

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**Change Order Total:** \$ 1,856

Respectfully,  
  
Nicholas Brecken  
Project Manager  
Winston Builders Corporation

Please find back up information attached

23-231

Board/Committee Liaisons

23-232

DRAFT Minutes

10/23/23

11/06/23

**SELECT BOARD  
MEETING MINUTES  
Monday, October 23, 2023  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

**Chair Schultze called the meeting to order at 7:00pm.**

The following persons were present Chair Craig Schultze, Vice Chair Ellen Rosenfeld, Clerk Erin Underhill, Assistant Town Administrator/HR Manager Karen Bouret DeMarzo.

Announcements

The Tri County School Building Project Special Election will be held Tuesday October 24<sup>th</sup>, 2023, at the gym in the VMB building. There will be 2 ballots – one for the school building project and one for the debt exclusion to pay for the project. Polls will be open from 12:00pm – 8:00pm.

The Fall Annual Town Meeting will be held on Monday November 6<sup>th</sup>, 2023, at the Millis Middle/High School Auditorium beginning at 7:30pm. Your attendance is strongly encouraged.

The Millis Recreation is holding a Touch-A Truck Halloween Party on Saturday 10/28 from 1pm-3pm at the VMB building. The entry fee is an unopened bag of Halloween candy.

The Board announces a special thank you to Nick Maxwell who has been working behind the camera at Millis Community Media for the last year, he is moving on to further his career in media and they wish him the best.

23-207 Sign Veterans Proclamation

Sel. Underhill read a Veterans Day Proclamation.

**Sel. Rosenfeld made a motion to approve and sign the Veterans Day Proclamation as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

Sel. Schultze announced there will be a Free Veterans Breakfast for all Veterans at the American Legion Post 208 in Millis from 8:30am – 10:30am. Followed by a Veterans Day formal Ceremony to be held at the World War I Memorial located across the street from the Legion at 11:00am.

23-208 Appointments

- *Seasonal Snow Removal Contractors*

**Sel. Rosenfeld made a motion to ratify the Town Administrator's appointment of Michael Cafro, Jackson Borst, Joseph Bouret, and Mark Robbins as seasonal snow removal contractors subject to successful physical examination and CORi results. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

- *EPA Grant Administrator*

**Sel. Rosenfeld made a motion to ratify the Town Administrator's appointment of James McKay as the EPA Grant Administrator for the PFAS Treatment Facility for Well #3 for the duration of the project. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.**

- *Senior Services/Outreach Coordinator*

Sel. Rosenfeld made a motion to ratify the Town Administrator's appointment of Lisa Kirby as the Senior Services/Outreach Coordinator for the Council on Aging subject to a successful physical exam. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

- *Council on Aging Board Member*

Sel. Rosenfeld made a motion to appoint Carol Malouf to the Council on Aging Board. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-209 Presentation: PFAS Treatment Facility at Well #3

Tyler Bernier, Project Manager, Kleinfelder, reviews the Well #3 project. The project will include demolition of the existing chemical feed building and restoring the area as a wetland buffer. Building a new 3,000sf water treatment plant, which will contain a new chemical feed system, equipment for disinfection, corrosion control, fluoride. The new building will be designed similar to the recently completed D'Angelis PFAS Building and will include space for future expansion to incorporate additional treatment if needed.

The design is currently 75% complete, it is estimated to be 100% complete in December. The Federal Permitting has been completed, Conservation Commission permitting will be discussed at the ConCom meeting on 11/13/23, and the MassDEP Permitting will be completed in December. The estimated construction cost is between \$6.8M-\$7.1M, the EPA Community Grant is \$3,452,972, and a 20% Town Match of \$690,594, SRF PEF Submitted is for \$3M, and the PFAS Grant Program details will be released in May 2024 and the Town will be applying for it. The estimated construction completion is in the Fall of 2025.

23-210 Continuation of Millis housing Discussion

Candance Avery from the Millis Housing Authority reviews the status of Millis' Affordable housing index which is currently at 5.1% (83 units) with the suggested safe zone being 10% (adding 168 units), and the current waitlist is 9,000. Some units are currently being built in Town, but they are very different than the units that the Housing Authority is looking to work with the Town to build. The units looking to be built will be priced using a favorable formula to help maintain a truly affordable rent based on the renter's income and will be modernized to be helpful towards disabled individuals.

The Board and Ms. Avery discuss the logistics of gifting Town land, etc. The only contribution from the Town would be the land and the Millis Housing Authority would fund the development.

23-211 Approval of Rock Salt Bid

This item was moved to a future SB Meeting.

23-212 Discuss and Assign 11/6/23 Fall Annual Town Meeting Warrant Articles

The Board assigned the 11/6/23 Fall Annual Town Meeting Warrant Articles as the following:

Sel. Underhill – Articles 7, 9, 10, and 12

Sel. Rosenfeld – Articles 1, 4, 8, and 11

Sel. Schultze – Articles 3, 5, 6, and 2

23-213 Board/Committee Liaison Updates

Sel. Underhill missed the PBC but will get an update.

Sel. Rosenfeld missed the Charles River Pollution Control District meeting.  
Sel. Schultze met with surrounding Town Select Board Chairs and State Reps where they discussed Tri-County.

23-214 Approval of DRAFT Minutes

Sel. Rosenfeld made a motion to approve the draft minutes of March 8<sup>th</sup>, 2021, March 22<sup>nd</sup>, 2021, and October 12<sup>th</sup>, 2023, as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

23-215 Approval of Water/Sewer Commitments

Sel. Rosenfeld made a motion to approve the water/sewer commitment for September 2023 in the amount of \$3,335.84. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to adjourn at 8:10pm. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

DRAFT

**SELECT BOARD  
MEETING MINUTES  
Monday, November 6, 2023  
Middle/High School Library  
245 Plain Street, Millis, MA 02054**

**Ellen Rosenfeld called the meeting to order at 7:00pm.**

The following persons were present, Vice Chair Ellen Rosenfeld, Clerk Erin Underhill, Assistant Town Administrator/HR Manager Karen Bouret DeMarzo, Town Administrator Michael Guzinski, Town Counsel Kate Feodoroff, Town Counsel Steve Chaplin.

Chair Craig Schultze arrived five minutes late.

23-216 Sign Veterans Proclamation

Mr. Guzinski reviewed a mutual aid agreement between Millis and Norfolk for shared IT services. This agreement will provide coverage when Millis' IT Director is away on vacation or leave. Mr. Guzinski recommended the Board's approval.

**Sel. Rosenfeld made a motion to approve and authorize the Town Administrator to sign the Shared IT Services Mutual Aid Agreement between Millis and Norfolk as written. Sel. Underhill seconded the motion. The motion passed unanimously.**

23-217 Review/Approval of Cell Tower Lease

Mr. Guzinski reviewed a wireless telecommunications facility lease agreement between Wireless Edge Towers II, LLC. Mr. Guzinski explained that after a lengthy procurement process and town counsel's review the lease agreement has been approved and executed by Wireless Edge Towers II. The lease consists of a 30-year agreement with annual lease payments to the Town of \$29,412 and an annual escalator of 2.5%. There is a co-location rent bonus of 50% from commercial antenna renters and a one-time Tower Permit Bonus of \$30,000. Town public safety equipment will be placed free of charge at the top of the tower. Mr. Guzinski recommended the Board's approval.

**Sel. Rosenfeld made a motion to approve and authorize the Chair to sign the cell tower lease agreement between Millis and Wireless Edge Towers II, LLC. as written. Sel. Underhill seconded the motion. The motion passed unanimously.**

23-218 MS/HS OPM Contract

Mr. Guzinski said that he assisted the Millis School Building Committee (SBC) in the procurement process for selection of an Owner's Project Manager (OPM) last summer in compliance with Mass School Building Authority (MSBA) regulations and state law. The SBC awarded the contract to The Vertex Companies, LLC. Mr. Guzinski recommended the Board's approval.

**Sel. Rosenfeld made a motion to approve and authorize the Town Administrator to sign the contract for OPM services for the Millis Middle/High School building project between Millis and The Vertex Companies, LLC as written. Sel. Underhill seconded the motion. The motion passed unanimously.**

23-219 Discuss Fall Annual Town Meeting Warrant Articles

Mr. Guzinski let the Board know that the Acting Moderator approved a handout related to Article 4 regarding funding for the proposed PFAS treatment facility. The Board briefly discussed the warrant, but no votes were taken.

23-220 Board & Committee Liaison Updates

Sel. Rosenfeld said she attended an Energy Committee meeting. The committee has asked for a liaison to be appointed to the Permanent Building Committee (PBC). Chair Schultze said he will ask the PBC to invite the Energy Committee whenever a discussion that could involve energy is on their agenda.

23-221 Approval of DRAFT Minutes

Sel. Rosenfeld made a motion to approve the draft minutes of January 25, 2021, February 16, 2021, March 1, 2021, and October 23, 2023 as written. Sel. Schultze seconded the motion.

Sel. Underhill abstained. The motion passed 2-1

23-222 Approval of Stormwater Commitment

Sel. Rosenfeld made a motion to approve the FY24 Annual Stormwater Commitment in the amount of \$701,316. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to enter executive session at 6:30pm to discuss strategy with respect to potential litigation for a dangerous dog appeal (Bentley) and to discuss strategy with respect to litigation (3M/PFAS Class Action lawsuit)

The Board returned from executive session at 6:40pm.

Sel. Schultze made a motion to recess to town meeting at 6:45pm.

Sel. Schultze made a motion to adjourn after town meeting at 8:27pm. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Karen Bouret DeMarzo



23-233

Approval of Water/Sewer Commitments



**THE COMMONWEALTH OF MASSACHUSETTS  
 TOWN OF MILLIS**

**WATER / SEWER DEPARTMENT COMMITMENT TO COLLECTOR**

To: Jennifer Scannell, Collector of Taxes for the Town of Millis, in the County of Norfolk

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the utility billing list herewith committed to you the amount of the utility charges assessed to each such person on Water and Sewer services to include Capital Assessment charges as set for the below, with interest and miscellaneous charges, the sum total of such list being.

ACCT #	WATER	CAP ASSESMENT	SEWER	CROSS FEES	ON/OFF	TOTAL
QB0224	319043.02	183573.27	331281.21	8604.75	323.44	842825.69
<b>GRAND TOTAL</b>						

And you are to pay over said charges, fees, and interest to the Treasurer of Millis and also to give the Treasurer an account of all charges, fees and interest collected by you.

And in the levy and collection of the amounts hereby committed to you, and of interest, charges, and fees as provided by law, you are to have and to exercise all the powers conferred by laws of the Commonwealth upon Collectors.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Town of Millis Water Commissioners: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF MILLIS**

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ACCT #	COMMIT #	WATER	FINAL	SEWER	CROSS CONNECT	ON OFF	PAINE	TOTAL
351000023	F3735	31.44	47.25	64.93				143.62
35000006	F3744	27.17	47.25	56.49				130.91
350001010	F3745	31.44	47.25	64.93				143.62
35400025	F3746	27.17	47.25	56.49				130.91
35000004	F3747	44.25	47.25	90.25				181.75
35400027	F3748							
35400029	F3749	44.25	47.25	90.25				181.75
201455910	F3750	78.41	47.25	157.77				283.43
401523700	F3754	99.76	47.25	199.97				346.98
301411700	F3755	48.52	47.25					95.77
201183500	F3756	31.44	47.25	64.93				143.62
QB 0224 BILL RUN	ALL	319043.02		331281.21	8604.75	323.44	183573.27	842825.69
<b>Total Commitment for October 2023</b>					<b>844608.05</b>			

And you are to pay over said charges, fees, and interest to the Treasurer of Millis and also to give the Treasurer an account of all charges, fees and interest collected by you.

And in the levy and collection of the amounts hereby committed to you, and of interest, charges, and fees as provided by law, you are to have and to exercise all the powers conferred by laws of the Commonwealth upon Collectors.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Town of Millis Water Commissioners: \_\_\_\_\_  
\_\_\_\_\_